



ADVISORY COMMITTEE MANAGEMENT OFFICE ANNUAL TRAINING WORKSHOP

MARCH 3, 2022

WELCOME



RULES OF ENGAGEMENT

Commitment to Excellence

- ✓ Mute your phone line and silence cell phones
- ✓ Mute speakers on your desktop
- ✓ Ensure your camera is turned on while attending the training session
- ✓ Allow ACMO to yield the floor to you prior to speaking
- ✓ Identify yourself prior to speaking
- ✓ Minimize background noise while speaking
- ✓ If you have questions during the training, use the “raise hand” icon or the chat box
- ✓ Send additional questions after the training to the ACMO Mailbox at: vaadvisorycmte@va.gov
- ✓ **Note: this session is being recorded**



AGENDA

Commitment to Excellence

WELCOME!

ACMO Quick Hits:

- a. Training Objectives and Training Expectations
- b. Committee Management Landscape
- c. Recognition of Committee Managers for FY 2021

Committee Management Experiences and Lesson Learned

- a. Guest Speakers from U.S. Department of Agriculture and U.S. Department of Homeland Security
- b. Breakout Sessions / Discussions / Questions & Answers

Wrap Up

- a. Management Tips in a Virtual Environment
- b. Committee Management Scorecard Summary
- c. Final Questions / Answers, Workshop Survey



TRAINING OBJECTIVES

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Refresh Committee Managers skills and knowledge.

Introduce committee management best practices and tools.

Promote the merits of training and address committee management challenges.

Build Community of Practice advocacy for training, collaboration, and productive change.



POP QUIZ

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How often should SECVA, DEPSECVA or COSVA (i.e., TOP 3) visit your Committee?

- a. Every meeting that occurs in VACO
- b. Once a year (or fiscal year)
- c. Only when Senior Leaders express a desire to visit with the Committee.

When are the GSA and VA Annual Reports due to ACOMO?

- a. GSA Annual Comprehensive Review and VA Reports are due December 1st every year
- b. GSA Annual Comprehensive Review (Oct 31st) and VA Annual Reports (December 1st) every year

SECVA may wave the Federal Advisory Committee Act (verbally or in writing)?

- a. TRUE
- b. FALSE



ACMO QUICK HITS: VA COMMITTEE MANAGEMENT LANDSCAPE

Report Vetting &
Oversight

Calendar
Planning

LEADERSHIP SUPPORT

COMMITMENT TO EXCELLENCE

WRITTEN GUIDANCE

CONTINUOUS TRAINING

Records
Management

Package
Management

Meeting
Management

Position
Turnover

Advisory Committee Management Office & Committee Managers



ACMO QUICK HITS: VA COMMITTEE MANAGEMENT LANDSCAPE CONT'D

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Committee Manager Landscape Focus Areas:

- Workload Management: talk to your leaders...add ADFOs, Contractors, Interns, Fellows
- Do a Charter FTE Change to ensure resources and level of effort are acknowledged
- FACA “**Fairly Balanced**” Committee = Federal Register Solicitation and Aggressive Outreach
- Meeting Battle Rhythm (e.g., Virtual Meetings, In-Person Meetings, Field Visits, Hybrid)
- Paying Committee Members....POC Austin Financial Service Center, OM is as follows:
Eric Krantz, Chief, Central Office Fiscal Section / Financial Accounting Service (FAS)
Eric.Krantz@va.gov or 512-460-5363
- SECVA-Chair-DFO Summit update...potential event in 2023???



RECOGNITION

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FY 2021 ACMO Recognizes the following Committee Managers:

Designated Federal Officers:

Richard Barbato, DFO, Advisory Committee on the Readjustment of Veterans (VHA)

Dr. Judy Schafer, DFO, Advisory Committee Prosthetics/Special Disabilities Program (VHA)

Alternate Designated Federal Officer and Committee Support Staff:

Juan Archilla, ADFO, Advisory Committee on Structural Safety of Department of Veterans Affairs Facilities (OALC)

Sonya Skinker, Committee Support Staff, Advisory Committee Prosthetics/Special Disabilities Program (VHA)



LEARNING CIRCLE

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***External CMO / DFO Share Their
Experiences / Lessons Learned***

USDA's Federal Advisory Committee Management

Speaker:

Cikena Reid, USDA Committee Management Officer

Cikena Reid, USDA Committee Management Officer
2022

USDA Federal Advisory Committee Management Program

- ▶ CMO Services
 - ▶ 180+ FACA Federal Advisory Committees
 - ▶ 24 - Agriculture Marketing Services Research and Promotion Boards
- ▶ Staff Support:
 - ▶ 1 Committee Management Officer and 1 Committee Management Specialist to manage all of USDAs Advisories.

USDA Challenges, Lessons Learned & Experiences

- ▶ Management - Limited Resources & Information Technology
 - ▶ Partnering w/Salesforce to Build
 - ▶ Costly Proposals
 - ▶ No Budget
- ▶ Forces Automation
- ▶ High Designated Federal Officers (DFO) Turnover
- ▶ Filing Charters, Reporting & Recordkeeping
- ▶ Robust Training

Best Practices - Committee Management

- ▶ Toolkits - DFO Welcome, New Member Orientation, Meeting Best Practices - (Virtual) and Fact Sheets
 - ▶ DFO Partnerships
- ▶ DFO Seminar Series
- ▶ Training - FACA 101 (Required before 1st official FACA meeting)
- ▶ Be a Successful DFO/Things to Consider for a Great DFO
- ▶ Checklist, Instructions, and Templates - Charters, Nominations, Federal Register Notices, Trackers, Annual Comprehensive Review (ACR) etc.
- ▶ Agency CMO Workgroup
- ▶ SharePoint Site for USDA Secretary & Senior Official to clear Control Correspondence - Actions for the Secretary.
- ▶ Outreach Strategies

Questions?

CONTACT INFORMATION:

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Committee Management Officer
United States Department of Agriculture
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Whitten Building
Washington, D.C. 20520
Email: Cikena.Reid@usda.gov
Contact: 202-734-9395

THE END

FEMA National Advisory Council (NAC)

Presented by Rob Long, DFO & Director – Office of the NAC

NAC contextual information

- NAC was established by PKEMRA of 2006
- U.S.C. Title 6, Section 318:
- “Shall advise on the Administrator on all aspects of emergency management”
- Also... NPG, NPS, NIMS, NRP, related plans, and grants including risk methods
- Subject to the Federal Advisory Committees Act (FACA), GSA Secretariat on Committees, and DHS Committee Management Office (CMO) oversight



FEMA

March 3, 2022

Engagement & Clear Goals

Three-pronged approach:

- 1) Robust FEMA engagement with NAC
- 2) Strong FEMA support of NAC efforts
- 3) Providing NAC with S.M.A.R.T. objectives
Strategic, Motivating, Attainable, Realistic, Timely

NAC Goal: provide actionable feedback and recommendations that represent and harness the views and ideas of your SLTT, NGO and private sector advisors.

Integration of NAC in the *FEMA 2022-2026 Strategic Plan* implementation process

NAC sub-groups	Strat Plan Obj	Accountable FEMA Group
Equity Work Group	1.2, 1.3	Equity Enterprise Steering Group (ESG)
Climate Subcommittee	2.1, 2.2, 2.3	Climate Adaptation ESG
Readiness Subcommittee	3.2, 3.3	Readiness ESG
Workforce Subcommittee	1.1, 3.1	Human Capital Governance Board

Bi-weekly engagement leading to full meetings

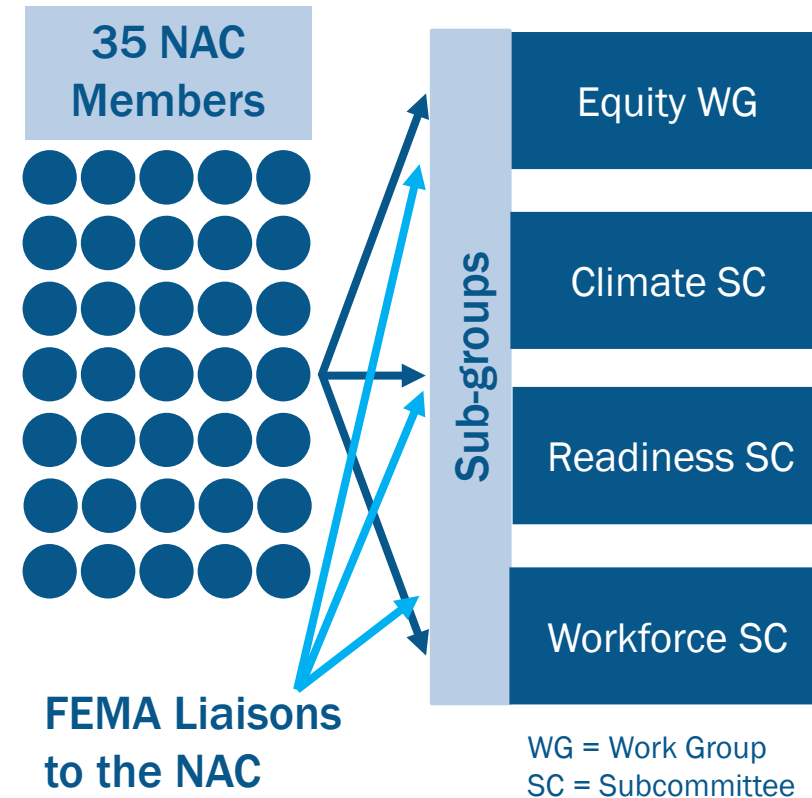
Ensuring advisors have strong connections to FEMA SMEs



Upcoming Meetings

June 7-9, 2022: Boise, Idaho

November 8-10, 2022: Choctaw Nation of Oklahoma (headquartered in Durant OK)



THANK YOU!

For More Information:

POCs:

- Rob Long, Office of the NAC Director - rob.long@fema.dhs.gov

ONAC email:

- FEMA-NAC@fema.dhs.gov

Web: [National Advisory Council | FEMA.gov](https://www.fema.gov/nac)



COMMITTEE MANAGEMENT

Commitment to Excellence

BREAKOUT ROOMS

(Based on the External CMO / DFO Panel Presentations, in the Breakout Rooms please discuss the following)

1. What challenges do you still face with your committee and/or with committee management?
2. What resonated with you from the Panelists discussion and why?
3. What key lessons did you learn?
4. How will you implement a recommendation they mentioned here at VA?
5. Identify anything you will do different to ensure your “Commitment to Excellence” with your Federal advisory committee?

MANAGING IN A VIRTUAL ENVIRONMENT



Leading Virtually starts with A- Acknowledging the Virtual Reality

10 Actions to Cultivate Performance Excellence

Set Expectations up Front

Turn on Video

Engage Within First Five Minutes

Ask for Engagement Every 10 Minutes

Wait for Responses

Use First Names to Acknowledge Participants

Create Feedback Loops

Begin and End in Full-screen Presenter Mode

Be Conversational

Use Breakouts



SUMMARY

What We Learn:

- **Managing Virtually is a common reality that involves wins and challenges**
- **To cultivate performance excellence, we must:**
 - a) **Acknowledge the virtual presence in our meetings,**
 - b) **Build systems that support the committee and**
 - c) **Connect and foster relationships and engagements amongst our committee members.**



COMMITTEE MANAGEMENT

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SCORECARD FY 2021 RESULTS



COMMITTEE MANAGEMENT

Commitment to Excellence

SCORECARD CATEGORIES

ACMO PACKAGES

Charter Packages

Membership Packages

Reports/Recommendations
Packages

COMMITTEE MEETINGS & PLANNING

Mastering the Calendar

Notice of Meeting Submissions

Ethics Training

FACA 101 Briefing

Certified Committee Minutes

COMMITTEE MANAGEMENT

DFO, ADFO, ACMO
Certification Training

Communication / Collaboration

Archived Records Maintained

COMMITTEE MANAGEMENT

FY 2021 SCORECARD RESULTS

COLOR KEY DEFINITIONS:



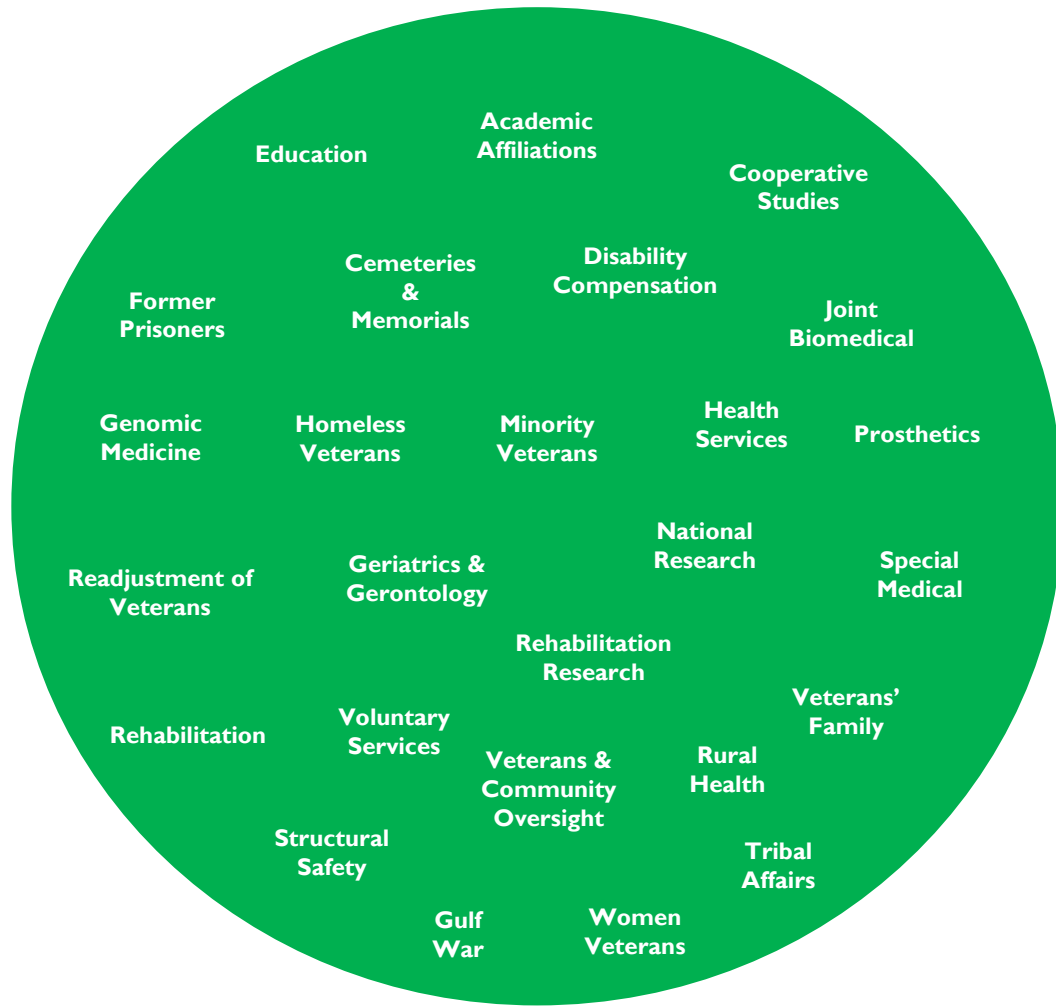
Met Measurement Standards



Met 2 of established Measurement Standards; Products submitted up to 14 calendar days late (to ACOM) from required due date and/or required additional revisions



Met less than 2 of established Measurement Standards; Products submitted 15 or more calendar days late, (to ACOM) and had substantive errors/rewrites.

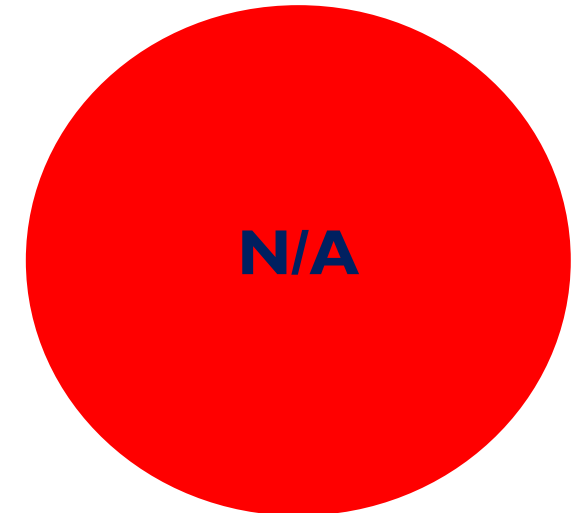
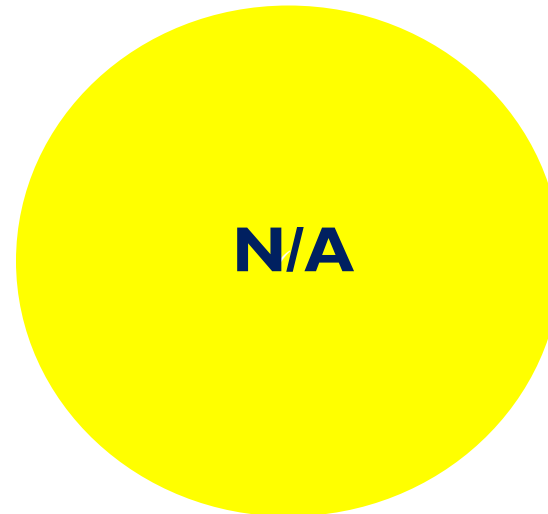


NOTES:

☐ **2021** = **26** + **0** + **0**

☐ **2020** = **24** + **1** + **0**

☐ **2019** = **13** + **11** + **1**





Commitment to Excellence

Questions???

Questions???

QUESTIONS???

Questions???

Questions???